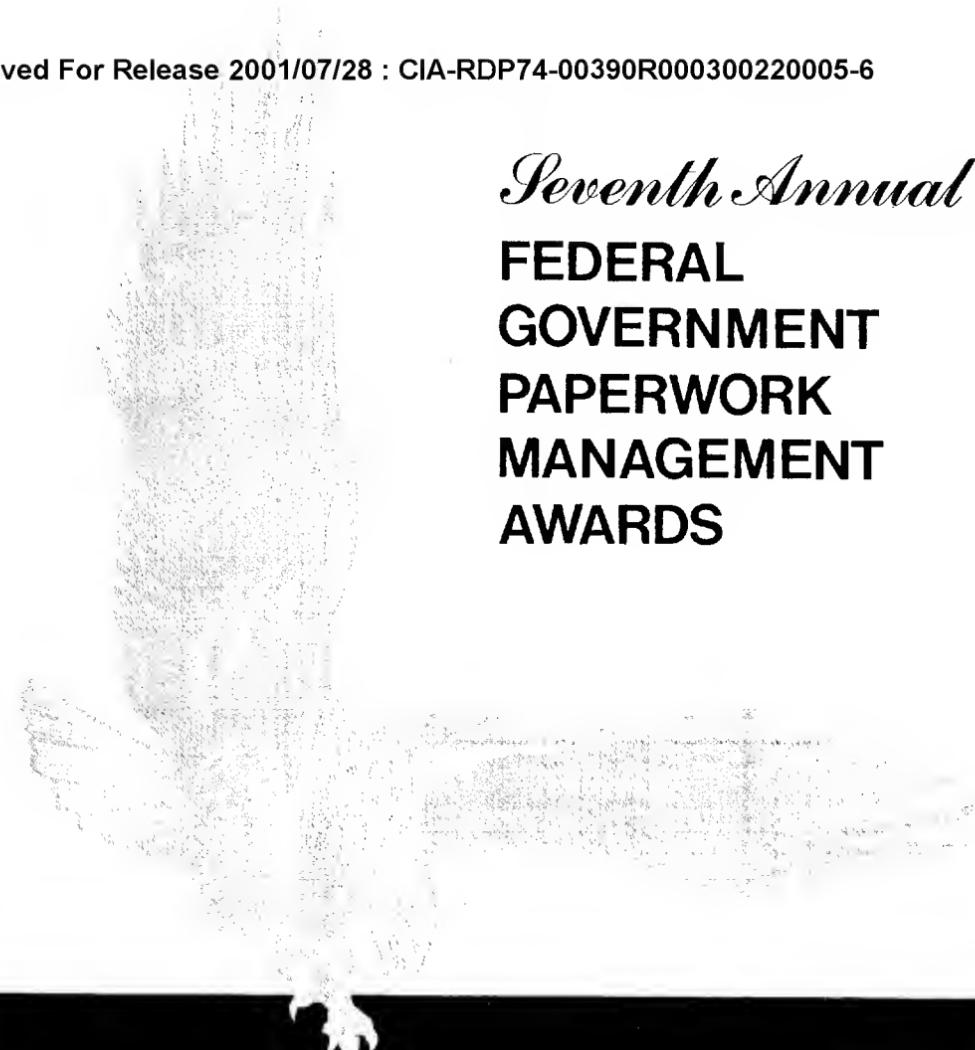


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Seventh Annual
**FEDERAL
GOVERNMENT
PAPERWORK
MANAGEMENT
AWARDS**

Awards Presentation Luncheon



WASHINGTON HILTON HOTEL
Washington, D.C.
WEDNESDAY, NOVEMBER 10, 1971

ABOUT AREA -- YOUR HOST

The Association of Records Executives and Administrators (AREA) is an organization with chapters in New York City and Washington, D. C., and members-at-large throughout the world.

The objectives and purposes of this organization are:

- to promote and foster the improvement of records administration through study, education, and research;
- to advance professional knowledge and techniques by sharing experience and information in the records management field;
- to develop and advance standards of professional competence in the records management field.

AREA's National Headquarters is in New York City.

AREA
P. O. Box 4259
Grand Central Station
New York, N. Y. 10017

IN APPRECIATION

For seven years excellence in Federal records management has been highlighted and recognized at these luncheons. Each year new examples of noteworthy achievements have served to broaden our own horizons of what can and ought to be done.

We feel that the benefits have been far reaching and are representative of the often unsung contributions to efficient Government being made by highly dedicated professional public servants.

AREA is grateful for the privilege of honoring those who have distinguished themselves through resourcefulness in developing simplified paperwork processes.

DUDLEY F. JUDD

International President
Association of Records Executives
and Administrators

ASSOCIATION OF RECORDS EXECUTIVES
AND ADMINISTRATORS

SPECIAL AWARDS BOARD

JOHN L. PRICE
Manager, Reference Systems Division
Standard Oil Company (New Jersey)
New York City, N. Y.

GEORGE A. ROHL
Staff Vice President & Corporate Secretary
AMF Incorporated
New York City, N. Y.

GEORGE J. MARTIN
Vice President, Services Division
First National City Bank
New York City, N. Y.

AWARDS LUNCHEON PROGRAM

Presiding as Luncheon Toastmaster

DUDLEY F. JUDD
International President
Association of Records Executives
and Administrators

Luncheon Address

Honorable
DWIGHT A. INK
Assistant Director
Office of Management and Budget
Executive Office of the President

Presentation of Awards

HAROLD J. KOENIG
Vice President, AREA, &
Assistant Archivist for
Records Management
National Archives & Records Service
General Services Administration

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C I T A T I O N

"In recognition of distinguished work
in the United States Government
exemplifying in an outstanding man-
ner the highest characteristics of
public service through paperwork
improvement and simplification."

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CITATIONS

Individual Citations

ROBERT S. COCHRAN
Department of the Army

Lt. Col. HARRY R. MANKINS
Department of the Air Force

Miss REBECCA R. McCOY
Department of Transportation

Miss NORMA E. RESNICK
Small Business Administration

HERMAN C. SLASKI
Department of the Treasury

MURLE A. WHITTINGTON
Department of Justice

Group Citations

OTTO D. HAVELAND
BOLTON L. PIERCE, Jr.
Department of the Navy


HAROLD HOOPER
BOBBY DOVE
MINOS GEORGARAKIS
Library of Congress

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SPECIAL AWARDS

FERDINAND J. BARTILUCCI
Veterans Administration

WILLIAM J. BERAN
Department of Defense (DSA)


Central Intelligence Agency

STATINTL

CECIL B. MATTHEWS
Department of Commerce

LOREN L. RADEMACHER
U. S. Atomic Energy Commission

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FERDINAND J. BARTILUCCI
Assistant Deputy Director for
Projects, Compensation, Pension and Education Service
Veterans Administration

In five years, the number of veterans and servicemen receiving Veterans Administration educational assistance has risen to over one million. With but few additional personnel to adjudicate the flood of claims, the continuation of expeditious service was impossible without innovations in procedures and the elimination of paperwork. Mr. Bartilucci introduced the use of computer-generated letters and optical character recognition to meet this need.

In 1970, more than 2.7 million letters to trainees under the GI bill were computer generated. A tremendous savings in manpower resulted and became a key factor in meeting the heavy demands of a steadily increasing workload.

As a result of Mr. Bartilucci's contributions to the creation and design of a new optical character recognition system for processing two million annual income questionnaires, Veterans Administration personnel in field stations had 493,000 fewer adjudicative actions to perform in 1970. The savings in many years had a dollar value of \$715,000.

OCR used for enrolling veterans under the GI bill this fall resulted in the elimination of over one million forms.

Using OCR in processing claims of educationally disadvantaged cases will save the processing of several hundred thousand documents.


WILLIAM J. BERAN
Printing Officer
Defense Supply Agency
Department of Defense


Under Mr. Beran's guidance DSA was the first user of the Government Printing Office's electronic composing system and remains the largest user of this system within the Federal Government. On the first line production job utilizing ECS, a reduction of approximately 36,000 pages was achieved on a run of 6,000 copies of a catalog, saving the military services \$321,000 in printing costs. Since then a number of Agency publications have been produced using ECS, with similar reductions in pages, and plans are being made to produce other publications utilizing this method.

Substantial reduction in number of pages and the cost of publishing is anticipated through the automated publication of the Identification List Federal Supply Catalogs scheduled for mid-1974. Over 100,000 original pages annually will be involved.

Mr. Beran's accomplishment in the Defense Supply Agency's successful utilization of the electronic composing system for publishing of computer-driven printouts has resulted in the validated cost reduction/cost avoidance annual savings of over \$400,000. In addition, readability and formatting of publications has improved and the reduction in the number of pages has contributed to additional savings in storage space, and transportation and mailing costs.

STATINTL


Chief Systems Administrator
Central Intelligence Agency

In his capacity as Chief Systems Administrator,  has directed an organization responsible for the implementation of automatic data processing support to various significant areas of CIA. He has served as technical advisor in developing and evaluating machine policy and application, and represented the Agency on ADP application and consultations with certain foreign intelligence services, and he has been highly effective in negotiations with commercial companies and agencies in the Intelligence Community.

STATINTL

He has redirected a major project for the mechanization of a large index in order to perform name traces by computer. In this effort he has guided the development, programming, and testing of a major computer system. The prototype system concerned with name tracing is designed to be expanded to accommodate an index in the millions. It is a pioneering effort in that name spelling variations are routinely searched and the names processed.

The automated index will relieve name tracers of a tedious clerical chore and provide a higher quality search. Successful completion of the prototype index will represent a breakthrough, and will be emulated by U. S. and foreign agencies which perform tens of thousands of name checks daily.

CECIL B. MATTHEWS, Chief
Administrative and Publications Services Division
Bureau of the Census
Department of Commerce

Mr. Matthews molded an existing ineffective decentralized paper-work management program for printing and distributing Bureau of Census publications into a highly efficient centralized system.

He disposed of over 2-1/2 million excess publications, releasing over 40,000 square feet of space critically needed for future censuses.

He reduced annual publication printing costs \$50,000 to \$100,000 and saved sizeable shipping, storage, and handling costs.

He issued a comprehensive Handbook of Publishing and Printing which established policies and practices for a continuing controlled program of publications and printing requirements based on historical data rather than optimistic estimates of program officials.

He provided for a program of placing all current and census publications on microfiche to facilitate disposal of paper copy and provide paper prints from microfiche copy for out-of-print publications.

He established a centralized, improved, and more equitable service to meet the public's requests for Census Bureau publications.

He instituted control over and centralized numerous independent mailing lists, eliminated the space, equipment, and personnel devoted to publications activities in over 28 program areas, and improved the promotional and sales programs for Bureau publications.

LOREN L. RADEMACHER
Asst. Chief, Records Management Branch
Office of the Controller
U. S. Atomic Energy Commission

Mr. Rademacher is responsible for the AEC records disposition program which is designed to dispose of as many records as are generated each year, to transfer records to low-cost storage as soon as they are eligible, and to reduce the number of Secret documents on hand. He developed many records disposal standards under which AEC and its cost-type contractors continually purge their files of unneeded records and at the same time identify permanently valuable data destined for ultimate deposit in the National Archives.

Under Mr. Rademacher's leadership almost a million cubic feet of records have been disposed of in the past six years resulting in a cost avoidance of approximately \$2 million. Annual recurring cost avoidance is more than \$300,000.

Mr. Rademacher initiated a program to reduce the number of Secret documents which has resulted in a reduction of about three million documents. Benefits are substantial particularly in the reduction of clerical effort in document accountability and inventory.

Through Mr. Rademacher's efforts more than 85,000 cubic feet of non-current records have been removed from high cost office and laboratory spaces and are now stored in low-cost storage space at Federal Records Centers.

ROBERT S. COCHRAN
Chief, Reports and Statistics Division
Office of the Comptroller of the Army
Department of the Army

Mr. Robert S. Cochran has had chief responsibility for the Army's reports management program for some years. The scope of this program is worldwide within the Army organization and covers public use reporting imposed by the Army under the Federal Reports Act.

Two review programs that Mr. Cochran has chartered, supervised, and brought to outstanding success are known within the Army as Project CURB (Cancellation of Unessential Reports) and Project SAVER (Study to Assess and Validate Essential Reports).

Under Project CURB on-site reviews of 586 reports were made. Decisions were reached to rescind 186 of these reports and to revise 158 others. An estimated 606,000 manhours annually, valued at approximately \$2,424,000, were made available for other work through this effort.

The status of Project SAVER to date warrants a conclusion that outstanding results will be achieved. So far at the Headquarters of the Department of the Army, 497 reports have been reviewed. Decisions have been reached to rescind 105 of these reports and to revise 82 others. Completion of these actions will save an estimated \$25 million (gross) annually. Estimated savings on Army field-initiated reports are an additional \$4,616,000 to date.

Lt. Col. HARRY R. MANKINS
Procedures Branch Chief
Headquarters Strategic Air Command
Department of the Air Force

During an inspection of the Maintenance Data Collection System (MDCS) the USAF IG identified a need to reduce the system complexity. SAC was appointed lead command to formulate a means of immediate simplification. Lt. Col. Mankins, due to his knowledge of the MDCS, was given the task.

Under Lt. Col. Mankins' direction, the service test plan was written, accepted by Hq. USAF, and implemented. The complexity of the MDCS has been decreased through the suspension of reporting in areas such as support general and selected equipment class codes. The simplification of the MDCS has been accomplished within the framework of the original system and requires only a minor revision of present directives.

As a result of the service test of proposals, it was concluded by SAC and AFLC that significant data reporting reductions proved feasible. Extensive analysis of procedures for accomplishing these reductions resulted in formulating of proposals which focus specifically on how data reductions would be accomplished. These proposals, when implemented, will result in annual savings (as projected by Strategic Air Command) to the Air Force as follows: \$8,470,384 and 1,751,280 manhours.

Miss REBECCA R. McCOY
Management Analysis Division
FAA, Southwest Region
Department of Transportation

Miss McCoy has been responsible for exceptional operational improvements and savings in manhours and costs through administration of the regional reports management program. In recognition, she has received numerous awards and letters of commendation.

In addition to 21 feasibility studies which have resulted in significant cost and manhour savings, accomplishments in the regional reports management program which are attributed to the primary efforts of Miss McCoy are:

1. Development of a more effective report evaluation procedure than previously used.
2. Improvement of reporting instructions and reporting forms and updating of records and case files.
3. Elimination of 13 reports. Reduction in frequency of 2 reports and reduction in copy requirements of 9 reports.
4. Provision of new and improved management tools.
5. Savings of 4,146 manhours and \$27,938.60 in costs.
6. Savings of 8,094 manhours (estimated at \$60,138) in the Government-wide Reports Improvement project.
7. Significant improvements in the accuracy of input data to automated reporting systems.

Miss NORMA E. RESNICK
Management Analyst
Office of Organization and Management
Small Business Administration

Miss Resnick has received numerous monetary awards, citations, and letters of commendation for her extraordinary performance.

During the early stages of the realignment of the SBA field structure (as required by the Office of management and Budget), Miss Resnick had the foresight to start preparations for reducing and controlling the volume of paperwork which would be generated in bringing all delegations of authority current with the reorganization. Problem areas were identified and practical solutions to assist effective accomplishment of this project were developed and implemented.

The old system required individual delegations. All told, approximately 10,000 pieces of paper (including transmittal letters) were being prepared and handled by numerous employees to make the formal delegations of authority to the appropriate field offices.

The new system provides a single delegation document which incorporates all current authorities to the regional directors and subordinate field positions. Approximately 9,500 pieces of paper have been eliminated as a result of this action.

The new system has also reduced the time involved in preparing, typing, and processing delegations on an individual basis. Savings of \$8,000 in manpower would be a fair estimate for this project.

HERMAN C. SLASKI
Chief, Taxpayer Service Branch
Internal Revenue Service
Department of the Treasury

Under Mr. Slaski's general direction and guidance, his staff, in cooperation with field personnel, disposed of a complex and sensitive accumulation of residual files and records. Guidelines to avoid unnecessary files maintenance as well as appropriate, timely disposition of essential records were issued for future field guidance.

As a result of Mr. Slaski's determined efforts, district offices of IRS have been able, up to this time, to dispose of 289 different kinds of files (or 68 percent of all residual files inherited from the Office Branch Services Program) through retirement to the Federal Records Centers and IRS Service Centers, transfer to other activities, or destruction. Approximately 150,000 cubic feet of file space have been liberated and made available for other functions in IRS. Today the volume of files in Collection offices is approximately one-half what it was prior to the consolidation in September 1968.

In addition to reducing the number and volume of files and records, Mr. Slaski's efforts resulted in:

- (1) Savings in space of an annual pyramiding nature to prevent similar accumulations in the future.
- (2) Decrease in time and staff for files maintenance.
- (3) Savings in equipment for files.

MURLE A. WHITTINGTON
Chief, Records Management Division
Bureau of Narcotics & Dangerous Drugs
Department of Justice

Mr. Whittington is not only the major contributor to the efforts of a special Paperwork Study Group in the Bureau of Narcotics and Dangerous Drugs, but he is also responsible for publication of the official order on BNDD directives that was an outgrowth of this undertaking.

This study marks a turning point in the direction of the Bureau, from an inexperienced organization to a mature, highly organized, efficient Federal agency. The report indicates the proper direction the Bureau must take in order to achieve a smooth running and effective organization. This study has caused the implementation of a new paperwork system for BNDD. There is no precedent in the Bureau for this type of undertaking.

The most important result of this study is the codification of procedures for initiating, preparing, approving, reproducing, and distributing BNDD directives from Headquarters to the Regions. The results, though largely intangible, will have the long-term effect of saving time, money, and duplicative efforts on the part of various branches of BNDD, especially where Headquarters and the Regions perform similar functions.

Mr. Whittington was an active participant in this project from its inception to its successful conclusion.

OTTO D. HAVELAND, Employment Officer
BOLTON S. PIERCE, JR., Personnel Management Specialist
Naval Ship Research and Development Center
Department of the Navy

Their achievement, the design and development of an automated personnel management information system with the dual capacity of more efficient accomplishment of day-to-day personnel administration tasks and providing needed information to the command and activity management, represents a highly significant and valuable accomplishment in the effective management of paperwork.

The system enables their department to provide data on a more current basis and insures a capability to provide an amount of manpower information not even possible under manual methods.

Both individuals, starting with an activity decision to develop such a system, but neither having any prior knowledge or experience in this type of endeavor, exhibited outstanding teamwork, ability, and leadership in acquiring knowledge related to computers and automation, developing concepts related to system design and a priority schedule of accomplishing various system phases, and overcoming the many obstacles arising through the development process. As an indication of the effectiveness of this system, the Canadian government recently requested information on it.

It has proven to be a valuable asset in the important task of efficient manpower management.

HAROLD HOOPER, Head, Paperwork Management Section
BOBBY DOVE, Asst. Head, Paperwork Management Section
MINOS GEORGARAKIS, Paperwork Management Technician
Library of Congress

Since 1968 these three have worked as a team in all areas of paperwork management, but their special emphasis during the past fiscal year has been devoted to improvement and economies in forms management. They have conducted studies for the purpose of analyzing Library of Congress forms to determine their basic purpose, to improve their design, and to document the procedures involved in their use, in addition to recommending new techniques to be used in the forms program to achieve work simplification.

Through improvement in forms design, elimination of numerous unnecessary and duplicate forms, as well as consolidation of forms serving the same basic, or similar, functions, stock storage area and badly needed office space have been released.

As a team they have achieved a high quality of work and effected cost reduction in the Library's forms management program by clearing the system of obsolete forms, consolidating some, and redesigning others, resulting in a savings for the fiscal year ending June 30, 1971, of \$254,347.00.

A by-product of the above team effort will be a revision in the format of the next edition of the Library of Congress Forms Catalog, which will result in further savings and a better reference tool.

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AUTOGRAPHS

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AUTOGRAPHS

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